

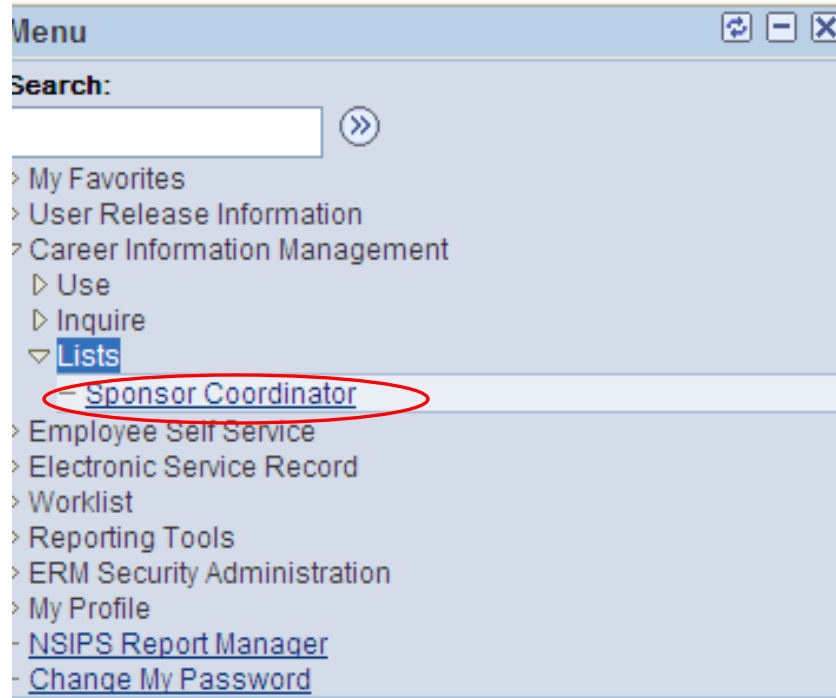
CIMS HOW TO: Sponsorship: Removing Sailors Once Reported



Navy Standard Integrated Personnel System



Sponsorship: Removing Sailors Once Reported



- Click on Use
- Click on List
- Sponsor Coordinator

Sponsorship: Removing Sailors Once Reported

- Menu
- Search:
- ▷ My Favorites
 - ▷ User Release Information
 - ▽ Career Information Management
 - ▷ Use
 - ▷ Inquire
 - ▽ Lists
 - Sponsor Coordinator**
 - ▷ Employee Self Service
 - ▷ Electronic Service Record
 - ▷ Worklist
 - ▷ Reporting Tools
 - ▷ ERM Security Administration
 - ▷ My Profile
 - [NSIPS Report Manager](#)
 - [Change My Password](#)

Sponsor Coordinator Listing Search Criteria

Type

Active Reserve

Enl/Off Indicator Filter

Enlisted Officer

Selection

Sponsor Assignment Sponsor Training



Sponsor History Projected Transfers (PRD)

Filter

USN/FTS AC to RC

Filter

All Sponsor Not Assigned Estimated Arrival Date

UIC Access Personalize | Find | View All |   First 1 of 1 Last

Select	UIC
<input checked="" type="checkbox"/>	[REDACTED]
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

Select ALL so you can see all members at your command and then process request

[Process Request](#)

Sponsorship: Removing Sailors Once Reported



Sponsor Criteria | Sponsor Assignment

Active Enlisted USN/FTS Sponsor Assignment Listing

Orders Data | **Sponsor Data** | [Filter]

Rank/Rate	Name	Ord#	DNEC	ULT	ULT ACC
MACM	LE [REDACTED]	3 [REDACTED]	0000	5 [REDACTED]	100
NCC	KI [REDACTED]	1 [REDACTED]	0000	5 [REDACTED]	100
ITSCS	BA [REDACTED]	1 [REDACTED]	0000	5 [REDACTED]	100
LS2	W [REDACTED]	0 [REDACTED]	0000	5 [REDACTED]	100
EMCM	H [REDACTED]	6 [REDACTED]	0000	5 [REDACTED]	100
PSC	C [REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
YNCS	R [REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Sponsor Criteria | Sponsor Assignment

Active Enlisted USN/FTS Sponsor Assignment Listing

Orders Data | Sponsor Data | [Filter]

Rank/Rate	Name	PG Quest	PG Info	CO Letter Sent	Sponsor Letter Sent	Spouse Letter Sent	Modify Data	Accepted
MACM	[REDACTED]	[?]	[?]	[REDACTED]	[REDACTED]	[REDACTED]	Modify Data	[REDACTED]
NCC	[REDACTED]	[?]	[?]	0	[REDACTED]	[REDACTED]	Modify Data	[REDACTED]
ITSCS	[REDACTED]	[?]	[?]	0	[REDACTED]	[REDACTED]	Modify Data	[REDACTED]
LS2	[REDACTED]	[?]	[?]	[REDACTED]	[REDACTED]	[REDACTED]	Modify Data	[REDACTED]
EMCM	[REDACTED]	[?]	[?]	1	[REDACTED]	[REDACTED]	Modify Data	[REDACTED]
PSC	[REDACTED]	[?]	[?]	[REDACTED]	[REDACTED]	[REDACTED]	Modify Data	[REDACTED]

- Click on Sponsor Data Tab on top
- Click on Modify data

Sponsorship: Removing Sailors Once Reported



SPONSOR ASSIGNED DATA Personalize | Find | View All | First

PG Data **Sponsor Contact Info**

Acceptance Date	Sponsor Primary Phone	Sponsor Alternate Phone	Email ID	Sponsor Letter Sent Date	CO Letter Sent Date	Spouse Letter Sent Date	Sponsor End Date	Reason
07/14/2011	[REDACTED]	[REDACTED]	[REDACTED]	07/19/2011	07/19/2011			

- Click on Sponsor Contact Info, Enter Sponsor End Date, and put the reason in the Reason block.

Search Results

View 100 First 1-3 of 3 Last

Sponsor Reason Code	Description
C	Cancelled Orders
M	Modified Orders
R	Reported

SPONSOR ASSIGNED DATA Find | View All | First

PG Data **Sponsor Contact Info**

Acceptance Date	Sponsor Primary Phone	Sponsor Alternate Phone	Email ID	Sponsor Letter Sent Date	CO Letter Sent Date	Spouse Letter Sent Date	Sponsor End Date	Reason	Description
7/14/2011	[REDACTED]	[REDACTED]	[REDACTED]	07/19/2011	07/19/2011		04/26/2013	R	Reported

OK Cancel **Apply**

Message

Do you wish to remove this Prospective Gain member from the tracking list? (29100,196)

Select "Yes" to remove from the list. Select "No" to cancel.

Yes No

-Once you enter the Sponsor End date information, Click Apply, this will prompt you to remove the member from the Sponsorship Cue. Click yes and then click OK.
 - You can always retrieve the members information if you need to. Delete them from your Cue does not delete them from the system.



Documenting CDB's in CIMS



- Questions please call NCC(SW/AW) Chris Kinstle-901-874-2533 or email christopher.kinstle@navy.mil